2015-2016 SHORT-TERM STAFFING
HIRING GUIDE FOR SUPERVISORS
Dear Colleagues,

We are pleased to share with you SIPA’s Guide to Short-Term Hiring for Supervisors!

The enclosed guide provides supervisors at SIPA with a comprehensive overview for hiring all categories of short-term hourly staff, including:

**Student Hires**
- Work Study
- Casual

**Non-Student Hires**
- Short-Term Hourly Staff
- Other hiring options

This guide and the forms and manuals referenced within, can be found on the: [SIPA’s Human Resources site](#)

For further assistance, please contact Clare Sun, HR Coordinator at 212-851-1817.

Thank You
SIPA HR
## SHORT-TERM STAFFING AT-A-GLANCE

<table>
<thead>
<tr>
<th><strong>EMPLOYEE CATEGORY</strong></th>
<th><strong>ELIGIBILITY</strong></th>
<th><strong>HIRING PROCESS</strong></th>
<th><strong>RATE OF PAY</strong></th>
<th><strong>PAY MECHANISM</strong></th>
<th><strong>BUDGET IMPACT</strong></th>
<th><strong>PARAMETERS</strong></th>
<th><strong>SIPA HR CONTACT</strong></th>
</tr>
</thead>
</table>
| **WORK-STUDY**        | - Registered CU students with FWS Award  
- Registered Barnard students with FWS Award (contact SIPA HR for details) | - SIPA FWS Hire Request Form completed by supervisor and employee  
- Job is posted via FWS website  
- Employment forms completed at FWS Office | - Standard hourly rate $12/hour | - Bi-weekly timesheets are submitted on-line via FWS website | - 40% salary charged to combocode provided  
- No fringe | - Can hold more than one job simultaneously  
- Can work a maximum of 20hrs/week across all positions  
- Hired only during FWS year (see FWS payroll calendar) | - Clare Sun, HR Coordinator  
   cs3176@columbia.edu  
- Kristine Barrera, HR Manager  
   kb2705@columbia.edu |
| **STUDENT CASUAL**    | - Registered CU or Barnard students. | - SIPA Casual Hire Request Form completed by supervisor and employee  
- No central posting; flyer recruitment  
- Employment Forms completed with SIPA HR | - Standard hourly rate $12/hour* | - Bi-weekly timesheets submitted by email to SIPA HR  
*requests for exceptions to be made to SIPAHR Office | - 100% salary charged to combocode provided  
- No fringe during Academic Year  
- Additional 8.15% fringe (on both gov’t and non-gov’t accounts) charged during Summer (based on FY16 rates) | - Can hold more than one job simultaneously  
- Can work a maximum of 20hrs/week across all positions | - Clare Sun, HR Coordinator  
   cs3176@columbia.edu  
- Kristine Barrera, HR Manager  
   kb2705@columbia.edu |
| **NON-STUDENT HOURLY STAFF (SHORT-TERM)** | - Non-students (including CU graduates) | - SIPA Non-Student Hourly Staff Hire Request Form completed by cost center and employee  
- Resume/CV submitted with request form if candidate pre-selected  
- Searches/Postings are optional (contact SIPA HR for details)  
- Employment Forms completed with CU’s Temp Staffing Agency | - Pay rates vary; contact SIPA HR for help in determining an appropriate rate | - Weekly timesheets submitted on-line via TAMS (Talent Acquisition Management Solutions) System | - 100% salary and additional 31% agency fee billed to speedchart value provided; charges appear under account control 64600 | - Typically hold one assignment at CU at a time  
- Assignments are generally held to a max of 4 months OR 560 hours across all positions (for exceptions to the hour limit, see SIPAHR staff) | - Clare Sun, HR Coordinator  
   cs3176@columbia.edu  
- Sabrina Small, HR Manager  
   ss1734@columbia.edu |
Student Work Study Hires

**Who Can I Hire?** Students of Columbia University with a current Federal Work Study (FWS) award during the FWS payroll calendar (typically excludes June). Students must be US Citizens or Permanent Residents. FWS awards are determined by need and FAFSA. Students are permitted to have more than 1 FWS or Casual job.

**How do I post a Job?** SIPA HR will post a job for you by request on the FWS website. You may also recruit through flyer postings. If your Work-study hire has been predetermined, a public posting is not required.

**What work can I have them do?** Students may perform various administrative and/or research duties for SIPA offices. SIPA HR has a standard job description for your individual unit that you may use for postings.

**How much can I pay them?** The standard rate is $12 per hour. If there is a compelling reason to select a different pay rate, please contact SIPA HR.

**How many hours can they work?** Students are limited to working 20 hours per week total (across all positions on campus) and are only paid for actual hours worked. After 6 hours of work, the student is required to take an unpaid 30 minute break. Lunch, other breaks, and University Holidays are unpaid. Please note that students may not work beyond their FWS award.

**How much will my budget be charged?** 40% of the total salary will be charged to the combocode you provide on the [SIPA Workstudy Hire Request Form](#). The Federal Government subsidizes the remaining 60% of the salary under a cost share program. FWS salaries are not subject to fringe.

**Does the student need to submit timesheets?** Yes. Students complete bi-weekly Work Study timesheets online per the FWS payroll schedule. Supervisors receive email prompts from the Work Study office to approve timesheets prior to the timesheet deadline. In addition to bi-weekly timesheets, a [SIPA Daily Log](#) of hours worked must be maintained by the hiring unit.

**How do I hire them?**
Please Review the [SIPA Federal Work Study Manual for Supervisors](#) for detailed instructions.

1. **STEP 1:** Supervisor and Student complete the [SIPA Workstudy Hire Request Form](#) and submit it to SIPA HR
2. **STEP 2:** Student completes new hire paperwork at the FWS Office – 210 Kent Hall
3. **STEP 3:** Student signs the FWS Wage Agreement Memo & NYS 195 Form at SIPA HR
4. **STEP 4:** SIPA HR processes the hire request. FWS Timesheets are available online at fws.columbia.edu after student receives confirmation of hire email from FWS Office.

**PLEASE NOTE:** Students cannot work or complete online Work-study timesheets prior to the completion of the steps above.

**What else do I need to know?** You may also hire Barnard students with Work study allocation through the Barnard FWS Office. SIPA HR can assist you with getting your unit set up as an employer at Barnard. Barnard students have a different cost share arrangement.

**Who do I contact if I have questions?** Clare Sun, HR Coordinator at x1-1817 (cs3176@columbia.edu) or Kristine Barrera, HR Manager at x4-5460 (kb2705@columbia.edu)
Student Casual Hires

Who Can I Hire? Registered students at Columbia University or Barnard during the Academic Year. Students hired during summer session must have been registered for the previous Spring Semester and are expected to register for the following Fall Semester. New incoming students are not eligible to work on the casual payroll before the start of classes. Students are permitted to have more than 1 FWS or Casual job. Students must present Social Security Number or receipt of SSN application to be eligible for Casual employment.

How do I post a Job? You may recruit by posting flyers.

What work can I have them do? Student Casual hires provide general administrative and/or research support to offices at SIPA and its affiliated Centers and Institutes. Student Casuals cannot be hired to replace regular CU staff on leave of absence without special clearance.

How much can I pay them? The standard rate is $12 per hour. Pay rates are flexible based on the job description. Please contact SIPA HR for assistance in determining the appropriate rate.

How many hours can they work? Students are limited to working 20 hours per week total (across all positions on campus) and are paid only for actual hours worked. After 5 consecutive hours of work, students are required to take an unpaid 30-minute break. Lunch, other breaks and University Holidays are unpaid.

How much will my budget be charged? 100% of the total salary will be charged to the combocode you provide on the SIPA Casual Hire Request Form. Student Casual salaries during the Academic Year are not charged fringe. During the summer months (June-August) your combocode will be charged 8.15% fringe on all funding sources (grant and non-grant). (NOTE: Fringe indicated is based on FY16 rates)

Does the student need to submit timesheets? Yes. SIPA HR emails students bi-weekly Casual timesheets (in Excel format) to complete per the payroll schedule. Supervisors verify and e-sign the approved timesheet before emailing it to sipahr@sipa.columbia.edu by the SIPA payroll deadline. In addition to bi-weekly timesheets, a SIPA Daily Log of hours worked must be maintained by the hiring unit.

How do I hire them?

STEP 1: Supervisor completes the SIPA Casual Hire Request Form and submits it to SIPA HR
STEP 2: Student completes an I9 (Employment Verification Form) at 210 Kent Hall
STEP 3: Student completes new hire paperwork at the SIPA HR Office
STEP 4: SIPA HR processes the hire. SIPA HR will email students timesheets once their hire is confirmed and the student is eligible for payroll.

PLEASE NOTE: Students cannot work or complete Casual timesheets prior to the completion of the above steps.

What else do I need to know? If you are hiring an international student, they must have valid US work authorization to complete an I-9 for eligibility to work at Columbia. Students who already hold officer positions (e.g. Teaching Assistants, Teaching Fellows, DRAs, Readers) at CU, require pre-approval for payment via SIPA HR.

Who do I contact if I have questions? Clare Sun, HR Coordinator at x1-1817 (cs3176@columbia.edu) or Kristine Barrera, HR Manager x4-5460 (kb2705@columbia.edu)
Non-Student Short Term Hourly Staff (via the University Employment Center)

**Who Can I Hire?** Non-students (including recent CU graduates) who have work eligibility in the United States.

**How do I post a Job?** Submit details of the work assignment (see section A of Non-Student Hourly Staffing Request for Hire Form) to SIPAHR. SIPA HR will work with CU’s Temp Staffing Agency to post the assignment and/or begin the search for applicants. If the candidate for the assignment has already been selected, a formal posting is not required. In that case, simply complete sections A and B of Non-Student Hourly Staffing Request for Hire Form and submit it to SIPAHR.

**What work can I have them do?** Short-term, hourly assignments. Assignments should exclude research duties.

**How many hours can they work?** Typically, non-student hourly staff hold one assignment at Columbia at a time. Non-student hourly staff are generally held to a maximum of 4 months OR 560 hours (whichever comes first) across all positions within a 12-month period from their start date as a temp at Columbia. Columbia automatically terminates assignments when the hourly or period limit has been reached; in that case, there is no eligibility for re-hire until 12 months after the termination date. Contact SIPA HR to verify the individual’s eligibility.

**How much can I pay them?** Pay rates are variable. Please contact SIPA HR to determine an appropriate hourly rate.

**How much will my budget be charged?** 100% of the total salary plus a 31% agency fee will be billed monthly to the speedchart value you specify on the Non-Student Hourly Hire Request Form. The charges will appear under account control 64600.

**How will the employee be paid?** Individuals will submit online weekly timesheets through the Talent Acquisition Management Solutions system (TAMS). Supervisors will login to approve online timesheets per the agency’s timesheet deadlines. Timesheets can only be completed for the assignment period defined. In addition to bi-weekly timesheets, a SIPA Daily Log of hours worked must be maintained by the hiring unit.

**What are the steps to hire them?**

**STEP 1:** The Supervisor/Timesheet approver contacts SIPA HR to initiate the assignment/hire and submits a completed SIPA Non-Student Hourly Staff Hire Request Form (searches/postings are optional)

**STEP 2:** A resume/CV is submitted to SIPA HR along with the completed hire request form for individuals that have been pre-selected by the Supervisor/Timesheet approver of the assignment

**STEP 3:** SIPA HR contacts CU’s Temporary Staffing Agency to request the assignment and approve the requisition.

**STEP 4:** The CU Temporary Staffing Agency contacts the employee to complete hire forms. *(Please Note: Individuals previously employed at CU may be asked to complete new hire forms)*

The Staffing Agency is located at the:
- Columbia University Employment Information Center (CEIC)
  - 3180 Broadway (at 125th Street)
  - New York, NY 10027

**STEP 5:** The CU Temp Staffing Agency confirms the hire with the employee and the designated supervisor/timesheet approver. The Staffing Agency follows up with login information and detailed instructions on how to proceed with the assignment. **PLEASE NOTE: Individuals cannot perform work or complete online TAMS timesheets prior to the completion of the steps above.**

**What else do I need to know?** All Temps must be eligible to work in the U.S. Changes to current assignments must be submitted on a new SIPA Non-Student Hourly Staff Hire Request Form. If you are interested in hiring Non-Student Hourly Staff to work off-campus, please contact SIPA HR for further instruction.

**Who do I contact if I have questions?**  
Recruitment Inquiries: Sabrina Small, HR Manager x4-5809 (ss1734@columbia.edu) or Clare Sun, HR Coordinator x1-1817 (cs3176@columbia.edu)  
Technical Support: Kalisha Baptiste kbaptiste@nextsource.com 212.851.1553
New York City Earned Sick Time Act (NYC ESTA)

**What is it?** NYC ESTA is a new law that went into effect on April 1\(^{st}\), 2014 which requires certain employers to provide paid sick leave for employees.

**Are all short term hourly staff covered?** Under ESTA, Student Casual hires are covered; however, Student Work Study hires are **not** covered under the Act. Accruals for Non-Student Hourly Temporary Staff is monitored by the Columbia University Employment Information Center (CEIC).

**What are the terms of accrual?** Paid sick leave is accrued at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours. Accrual begins on April 1, 2014 or the first date of employment, whichever is later.

**What are the eligibility requirements?** Employees must work more than 80 hours during the fiscal year (July 1\(^{st}\) - June 30\(^{th}\)) to be eligible for paid sick leave. Eligible employees may begin using accrued hours on July 30, 2014 or 120 days after employment date, whichever is later.

**What can the hours be used for?** Accrued hours may be used for the following:

- Having a mental or physical illness, injury, or health condition; needing medical diagnosis, care, or treatment for the illness, injury, or health condition; needing preventative medical care.
- Caring for a family member who has mental or physical illness, injury, or health condition; needs medical diagnosis, care, or treatment for the illness, injury, or health condition; or needs preventative medical care.
- The University closes due to a public health emergency or the employee needs to care for a child whose school or child care provider closed due to a public health emergency.

**What family members are recognized under ESTA?** Family members include: the employee’s child, grandchild, spouse, domestic partner, parent, grandparent, child or parent of employee’s spouse or domestic partner, and sibling (including half, adopted, or step sibling).

**Can the supervisor request advanced notice?** If the need is foreseeable, you may require up to seven days advance notice of intention to use sick leave. If the need is unforeseeable, you may require notice as soon as practicable.

**Is documentation required?** If more than three consecutive workdays are used as sick leave, documentation can be required; however, supervisors are prohibited from requiring the health care provider to specify a medical reason for the sick leave.

**Are unused sick days carried over?** Up to 40 hours of accrued but unused sick leave may be carried over into the new fiscal year. Only 40 hours of sick leave may be used per fiscal year. Upon termination, unused accrued sick time will not be paid out.

**What else do I need to know?** Student casuals should contact SIPA HR for information about their current sick leave balance.

**Who do I contact if I have questions?** Clare Sun, HR Coordinator at x1-1817 ([cs3176@columbia.edu](mailto:cs3176@columbia.edu)) or Kristine Barrera, HR Manager at x4-5460 ([kb2705@columbia.edu](mailto:kb2705@columbia.edu)). Columbia University’s policy regarding NYC ESTA can be found at [http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act](http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act).
If your office hiring needs are not met in the short-term staffing options outlined above, please contact SIPA HR to discuss your staffing needs and other hiring options. These may include...

- Temporary non-hourly Officer position (less than 1 yr)
- Temporary staffing to cover leaves of absence